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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service  
Washington 25, D. C.

AMS INSTRUCTION No. 435-2

ACTION BY: Division Directors and Staff Officers

Report on Personal Services Overhead - Program Divisions  
and Staff Offices

I PURPOSE

This Instruction prescribes procedures for submitting a fiscal year report on personal services overhead. This information is necessary for the preparation of the annual budget estimates.

II APPLICATION OF INSTRUCTIONS

The provisions of this Instruction apply to all divisions and staff offices except the Area Administrative, Administrative Services, Personnel, and Budget and Finance. The excepted divisions shall prepare reports in accordance with AMS Instruction No. 435-3, Report on Personal Services Overhead - Management Divisions. However, the Administrative Services Division shall prepare special reports as prescribed under Section IV B of this Instruction.

III EXPLANATION OF PERSONAL SERVICES OVERHEAD

A Definition. The personal services overhead refers to those general administrative activities performed as services to program activities, provided such services are within the standards prescribed under Section III B below.

B Distribution of Man-Years. Employees who, as a part of their regularly assigned duties, spend less than 50 percent of their time in the aggregate on administrative activities as defined under Section IV A below shall not be reported. The time of employees who spend 50 percent or more of their time on administrative activities shall be distributed in tenths (of total time) under the appropriate service. For example, an employee who spends 10 percent of his time on requests for and reporting use of funds, 30 percent on fiscal services, 20 percent on other administrative services, and the balance of time on program activities shall be reported as follows:

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(III B)

Fiscal Services - .3

Other Administrative Services - .3

The balance of his time devoted to program activities shall not be reported.

C Distribution of Salary Obligations. Salary obligations shall be distributed on the same basis that employment is distributed. Obligations shall include basic compensation and any type of payment above basic rates included within the 01, Personal Services, object class (including terminal leave payments).

#### IV PREPARATION AND CONTENT OF REPORT

A Program Divisions and Staff Offices. Program Divisions and staff offices shall prepare Form AMS-107, Personal Services Overhead - Program Divisions and Staff Offices (see copy attached), for the past (actual) and current (estimated) fiscal years and submit to the BF Division in original and one copy not later than August 20 of each year. Indicate the appropriate fiscal years in the spaces provided for this purpose on the form and report the man-years and salary obligations applicable to both Washington and field personnel concerned with the following services ("Lines" referred to are items on Form AMS-107):

1 Fiscal Services - Line 1. Maintaining obligation records and making required fiscal reconciliations and reports.

2 Other Administrative Services - Line 2. Include in this category data for the following activities:

a Initiating, requesting, expediting, and coordinating transactions requiring further action by other offices specializing in personnel, fiscal, or procurement and property management.

- b Requesting and planning use of funds.
- c Incentive awards.
- d Safety
- e Operating duplicating equipment.

(IV A 2)

f Stenographic pools in common use for entire division or office.

g Records management.

h Mail and messenger.

3 Total - Line 3. Total man-years and salary obligations for services reported under 1 and 2 above.

B AS Division. The administrative unit of the AS Division shall prepare the following separate reports and submit them in original and one copy to the BF Division by August 20 of each year:

1 A report for the "Administrator (Immediate Office)." This report shall include only the man-years and salary obligations for the Administrator and his immediate office staff. Insert the words "Executive Direction" on Line 3, "Total" for this report.

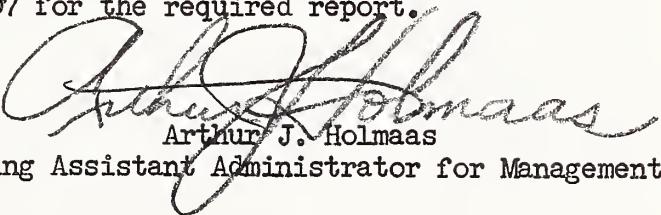
2 A report of the man-years and salary obligations for the administrative unit which are devoted to performing the "fiscal" and "administrative services" for these offices: Administrator, Deputy Administrators, Assistant Administrator for Management, and Statistical Clearance and Standards.

3 The man-years and salary obligations of the administrative unit which are devoted to performing the "fiscal" and "administrative services" for the AS Division shall be reported in accordance with AMS Instruction No. 439-2.

C BF Division. The BF Division shall summarize the reports submitted by all divisions and offices under this Instruction and AMS Instruction No. 435-3 and shall develop the consolidated report for AMS for submission to the Bureau of the Budget as required for the annual estimates.

#### V SOURCE OF FORMS

Each year the BF Division shall send to reporting divisions and offices sufficient copies of Form AMS-107 for the required report.

  
 Arthur J. Holmaas  
 Acting Assistant Administrator for Management

Attachment

